

Operating Guidelines and Procedures

The Early Learning Council (Council) shall conduct its work in accordance with its mission to: 1) provide leadership and vision to strengthen the quality of early learning services and programs for all children and families in the state; and 2) advise the Washington Learns Steering Committee in the development of a comprehensive and effective education system in Washington. Members shall follow the highest standards of integrity and public service in accomplishing this mission.

MEMBERSHIP

Members of the Council pursuant to HB 1152 include:

- One representative each from the Governor's Office, the Department of Social and Health Services, the Department of Health, and the State Board for Community and Technical Colleges (appointed by the Governor)
- One representative from the Office of the Superintendent of Public Instruction (OSPI) (appointed by the OSPI Superintendent)
- Two representatives of private business and two representatives of philanthropy (appointed by the Governor)
- Four individuals with demonstrated leadership and engagement in the field of early learning (appointed by the Governor)
- Two members from the House of Representatives with one appointed from each major caucus
- Two members from the Senate with one appointed from each major caucus

Delegates may not serve in place of the member.

OFFICERS

The Council shall be co-chaired by the representative from the Governor's office and a nongovernmental member designated by the Governor. The nongovernmental co-chair of the Council shall serve as a member of the Washington Learns Steering Committee.

- Co-Chairs: The Co-Chairs shall preside at all meetings, and perform such other duties as necessary.
- In the absence of the Co-Chairs, the Co-Chairs shall appoint a member of the Steering Committee assigned to the Council to chair the meeting.

EXECUTIVE DIRECTOR

The Governor shall employ an Executive Director who shall serve at the pleasure of the Governor. The Executive Director shall be responsible for the Council's day-to-day operations and management and other duties as assigned by the Council or the Co-Chairs. This authority shall include expenditure of funds consistent with the budget and contracting for services, unless otherwise limited by the Council or the Co-Chairs.

MEETINGS

All Council meetings shall be open to the public. An executive session may be held at the request of the Co-Chairs or at the request of a majority of the members for purposes allowed by the Open Public Meetings Act (OPMA), chapter 42.30 RCW.

Regular Meetings

The Co-Chairs, with approval of the Council members, shall develop a schedule of regular meetings for the fiscal year. The schedule of regular meetings, to include at a minimum the date and time for each meeting, will be filed with the Code Revisor for publication in the State Register, consistent with the requirements of the OPMA. Any schedule change to a regular meeting must be published in the State Register for distribution at least 20 days prior to the rescheduled meeting date.

Special Meetings

A special meeting, which is any meeting not on the regular meeting schedule, may be called at any time by the Co-Chairs or by request to the Co-Chairs by a majority of the members. Notice of a special meeting, in accordance with the OPMA, shall be provided to the members and to any local newspaper of general circulation and local radio and television stations which have a request for notice on file, at least 24 hours prior to the time of the special meeting. The notice must include the date, time and place of the meeting, along with the business to be discussed or transacted.

AGENDA

An agenda for each meeting shall be prepared in advance of the meeting and sent to the members along with any meeting notice and other meeting materials. Any member may request an item be placed on the agenda. The Co-Chairs shall have final approval of the agenda for each meeting.

VOTING PROCEDURES

The Co-Chairs and members shall make consistent efforts to achieve informal consensus on matters before the Council. When the Co-Chairs determine that a vote is necessary, the voting procedures of the Council shall be as follows:

- The Council shall only transact business if a quorum is present at the meeting.
- A majority of the Council shall constitute a quorum for the transaction of business.
- If a quorum is present, a majority of the quorum present is sufficient to adopt a motion.

A member is present, for the purpose of a quorum, when the member is attending the meeting in person.

MEETING MINUTES

Minutes of each Council meeting shall be kept. Minutes shall identify the issue discussed or business transacted. The minutes shall be provided to each member prior to the next regular scheduled meeting and approved at the start of the next regular scheduled meeting. Minutes shall be made available to the public upon request.

TECHNICAL ADVISORY COMMITTEES

The Council shall establish one or more technical advisory committees, as needed.

REIMBURSEMENT

Members of the Council shall be compensated in accordance with RCW 43.03.240 and shall be reimbursed for travel expenses as provided in RCW 43.03.050 and 43.03.060.

APPLICABLE STATUTES

The Council and its members shall perform their duties and conduct business in accordance with applicable statutes, as represented in the attached appendix.

AMENDMENT AND SUSPENSION OF OPERATING GUIDELINES

These Operating Guidelines may be amended at any meeting of the Council upon inclusion on the meeting agenda and notification to all members of the amendment. The Operating Guidelines may be suspended at any meeting without prior notification upon a two-thirds affirmative vote of the entire Council.